



AGENDA

City Council Regular Meeting - Revised

6:30 PM - Tuesday, February 19, 2019

City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	CALL TO ORDER	6:30 pm
	ROLL CALL	
	PLEDGE OF ALLEGIANCE	
	APPROVAL OF AGENDA	
	PUBLIC COMMENT	6:35 pm
	<p>Note: <i>This is an opportunity for the public to address the Council. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. Please be aware that Council meetings are videotaped and available to the public.</i></p> <p>***The City is currently unable to access electronic files (documents, presentations, videos, etc.). To expedite comments being added to the public record, please supply paper copies only.***</p>	
	CONSENT CALENDAR	7:05 pm
3 - 7	1. Resolution: Accepting the 2018 Flashing Yellow Arrow Signals Project As Complete View Agenda Item	
8 - 12	2. Resolution: Accepting The Sahalee Way Stormwater Tightline Project As Complete View Agenda Item	
13	3. Approval: Notes for the February 4, 2019 Study Session View Agenda Item	
	PRESENTATIONS / PROCLAMATIONS	7:10 pm

Agenda Bill

City Council Regular Meeting
February 19, 2019



SUBJECT:	2018 Flashing Yellow Arrow Signals: Final Project Acceptance	
DATE SUBMITTED:	February 14, 2019	
DEPARTMENT:	Public Works	
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Adopt the attached Resolution No. R2019_____ accepting 2018 Flashing Yellow Arrow Signals Project as completed.	
EXHIBITS:	1. Exhibit 1 - 2018 Flashing Yellow Arrow Resolution Project Acceptance 2. Exhibit 2 - 2018 Flashing Yellow Arrow WSDOT Final Contract Voucher Certificate	
BUDGET:		
Total dollar amount	\$293,835.00	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	Flashing Yellow Arrow Turn Signals (340-154-595-30-63-00)	<input type="checkbox"/> Budget reallocation required <input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:

Should the City of Sammamish accept 2018 Flashing Yellow Arrow Signals Project as completed?

KEY FACTS AND INFORMATION SUMMARY:

In 2017, the City conducted a feasibility study to identify those signalized intersections that met certain physical configuration and safety criteria to install Flashing Yellow Arrow (FYA) left turn signals. The Council approved an engineering design contract with David Evans and Associates (DEA) and decided to hire a contractor to install FYAs at the following eight (8) locations:

1. Sahalee Way NE & NE 37th Way (Northbound)
2. 228th Avenue NE & NE 25th Way (Northbound and Southbound)
3. 228th Avenue NE & NE 12th Place (Northbound)

4. 228th Avenue NE & NE Inglewood Hill Road/NE 8th Street(Northbound and Southbound)
[NonPeak Hours Only]
5. E Lake Sammamish Parkway NE & Louis Thompson Road NE (Southbound)
6. 228th Avenue SE & E Main Street (Northbound and Southbound)
7. 228th Avenue SE & SE 4th Street/Crusader Way (Eastbound and Westbound)
8. 228th Avenue SE & SE 10th Street/Spartan Way (Northbound and Southbound)

On July 17, 2018, the City Council authorized the City Manager to award and execute a construction contract with Northeast Electric, LLC in the amount of \$267,123.00 in addition to a 10% contingency. Construction began in August 2018 and was substantially completed on December 17, 2018. The City conducted a final project inspection on January 22, 2019 and issued a project construction completion approval on January 23, 2019. The complete project was constructed in the amount of \$217,123.00 which is under the approved contract amount.

FINANCIAL IMPACT:

The completed improvements were constructed within the approved project budget. A summary of the budget and actual expenditures is below:

Project Expenditures	2018 Adopted Budget	Construction Actual
Flashing Yellow Arrow Turn Signals	340-154-595-30-63-00 \$293,835.00	\$217,123.00

OTHER ALTERNATIVES CONSIDERED:

If the resolution is not adopted, 2018 Flashing Yellow Arrow Signals Project close-out paperwork may not be completed.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

City of Sammamish Comprehensive Plan [Transportation Element](#) Goals:

Goal T.2 - Greater Options and Mobility Invest in transportation systems that offer greater options, mobility, and access in support of the city’s growth strategy.

Goal T.3 - Operations, Maintenance, Management and Safety As a high priority, maintain, preserve, and operate the city’s transportation system in a safe and functional state.

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2019- ____**

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, ACCEPTING THE 2018 FLASHING YELLOW
ARROW SIGNALS PROJECT AS COMPLETE.**

WHEREAS, at the Council meeting of July 17, 2018 the City Council authorized award of the construction contract for the 2018 Flashing Yellow Arrow Signals Project; and

WHEREAS, the City Manager entered into Contract C2018-185 for construction of the 2018 Flashing Yellow Arrow Signals Project with Northeast Electric, LLC in July 2018; and

WHEREAS, the project was substantially completed by the contractor on December 17, 2018; and

WHEREAS, the project was completed within the adopted project budget and within the authorized construction contract plus contingencies amount;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH,
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. Project Acceptance. The City of Sammamish hereby accepts the 2018 Flashing Yellow Arrow Signals Project as complete.

Section 2. Authorization of Contract Closeout Process. The City of Sammamish Director of Public Works and City Clerk are hereby authorized to complete the contract closure process upon receiving appropriate clearances from the Department of Revenue, and the Department of Employment Security.

Section 3. Effective Date. This resolution shall take effect immediately upon signing.

**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE 19TH DAY OF FEBRUARY, 2019.**

CITY OF SAMMAMISH

Mayor Christie Malchow

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Mike Kenyon, City Attorney

Filed with the City Clerk: February 15, 2019
Passed by the City Council: February 19, 2019
Resolution No.: R2019-_____

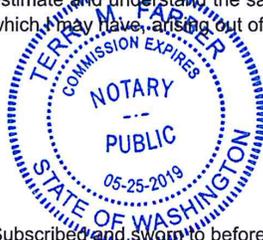


Final Contract Voucher Certificate

Contractor Northeast Electric			
Street Address 1780 Down River Drive			
City Woodland	State WA	Zip 98674	Date 01/23/2019
State Project Number Contract No. C2018-185	Federal-Aid Project Number N/A	Highway Number N/A	
Contract Title 2018 Flashing Yellow Arrow Signals Project			
Date Work Physically Completed 12/17/2018		Final Amount \$ 217,123.00	

Contractor's Certification

I, The undersigned, having first been duly sworn, certify that I am authorized to sign for the claimant; that in connection with the work performed and to the best of my knowledge no loan, gratuity or gift in any form whatsoever has been extended to any employee of the Department of Transportation nor have I rented or purchased any equipment or materials from any employee of the Department of Transportation; I further certify that the attached final estimate is a true and correct statement showing all the monies due me from the State of Washington for work performed and material furnished under this contract; that I have carefully examined said final estimate and understand the same and that I hereby release the State of Washington from any and all claims of whatsoever nature which may have, arising out of the performance of said contract, which are not set forth in said estimate.



X [Signature]
Contractor Authorized Signature Required
Troy Halberg
Printed Signature Name

Subscribed and sworn to before me this 24th day of Jan. 20 19

X [Signature] Notary Public in and for the State of WA
Notary Signature
residing at Ambury

Department of Transportation Certification

I, certify the attached final estimate to be based upon actual measurements, and to be true and correct.

Approved Date 01/23/2019

X [Signature]
Project Engineer / Project Administrator Signature

X _____
Regional Administrator, Area Administrator, or Facilities Administrator Signature

Headquarters Use Only

Secretary of Transportation hereby accepts the completed contract pursuant to Section 1-05.12 of the Contract provisions.

X _____ Date of Acceptance _____
Secretary of Transportation/or Designee Signature

This Final Contract Voucher Certification is to be prepared by the Project Engineer or Project Administrator and the original forwarded to Olympia Headquarters for acceptance and payment.

Contractors Claims, if any, must be included and the Contractors Certification must be labeled indicating a claim attached.

Original to: State Construction Office
Copies by State Accounting Office, Contract Payments to: Region Project Engineer or Project Administrator Contractor

Agenda Bill

City Council Regular Meeting
February 19, 2019



SUBJECT:	Final Project Acceptance: Sahalee Way Stormwater Tightline Project											
DATE SUBMITTED:	February 08, 2019											
DEPARTMENT:	Public Works											
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational											
RECOMMENDATION:	Adopt the attached Resolution No. R2019_____ accepting the Sahalee Way Stormwater Tightline Project as completed.											
EXHIBITS:	1. Exhibit 1 - R2019-### - Final Acceptance 2. Exhibit 2 - Final Contract Voucher											
BUDGET:	<table border="0"> <tr> <td>Total dollar amount</td> <td>\$250,052.64</td> <td><input checked="" type="checkbox"/> Approved in budget</td> </tr> <tr> <td>Fund(s)</td> <td>438-435-595-40-63-00</td> <td><input type="checkbox"/> Budget reallocation required</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> No budgetary impact</td> </tr> </table>			Total dollar amount	\$250,052.64	<input checked="" type="checkbox"/> Approved in budget	Fund(s)	438-435-595-40-63-00	<input type="checkbox"/> Budget reallocation required			<input type="checkbox"/> No budgetary impact
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Fund(s)	438-435-595-40-63-00	<input type="checkbox"/> Budget reallocation required										
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<input checked="" type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability											

NEEDED FROM COUNCIL:

Should the City of Sammamish accept the Sahalee Way Stormwater Tightline Project as completed?

KEY FACTS AND INFORMATION SUMMARY:

On July 17, 2018, the City Council authorized the City Manager to award and execute a construction contract with Maroni Construction, Inc. in the amount of \$263,613.36 in addition to a 10% contingency. The purpose of the project was to install a high-density polyethylene (HDPE) stormwater pipe to convey emergent groundwater away from a steep slope and instead to a safe and approved discharge location.

Construction began in October 2018 and was substantially completed on November 30, 2018. The complete project was constructed in the amount of \$250,522.64 which is under the approved contract amount.

FINANCIAL IMPACT:

Project Expenditures	Budget Number	Contract Award	Construction Actual
Sahalee Way Stormwater Tightline	438-435-595-40-63-00	\$263,613.36	\$250,522.64

OTHER ALTERNATIVES CONSIDERED:

If the resolution is not adopted, the Sahalee Way Stormwater Tightline Project close-out paperwork will not be completed.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

City Comprehensive Plan:

Environment and Conservation

- Goal EC.2 Protect people, property and the environment in areas of natural hazards
- Goal EC.5 Maintain and protect surface water and groundwater resources that serve the community and enhance the quality of life.

Capital Facilities

- Goal CF.2 Provide adequate capital facilities that address past deficiencies, meet the needs of growth and annexations and enhance the quality of life through acceptable levels of service.
- Goal CF.4 Design and locate capital facilities with features and characteristics that support the environment, energy efficiency, aesthetics, technological innovation, cost effectiveness, and sustainability.

City of Sammamish 2017-2022 Stormwater Capital Improvement Plan

City of Sammamish Storm and Surface Water Management Comprehensive Plan (2016)

- Goal 1 (G.1) – Comprehensively evaluate and address problems related to the existing stormwater system and manage storm and surface water systems to ensure longevity of assets.

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2019-_____**

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, ACCEPTING THE SAHALEE WAY
STORMWATER TIGHTLINE PROJECT AS COMPLETE**

WHEREAS, at the Regular Council meeting of July 17, 2018, the City Council authorized the City Manager to enter into a contract with the lowest bidder for the Sahalee Way Stormwater Tightline project; and

WHEREAS, the City Manager executed contract C2018-198 with Maroni Construction, Inc.; and

WHEREAS, the project was substantially completed by the contractor on November 30, 2018;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, DO RESOLVE AS FOLLOWS:

Section 1. Acceptance of the Sahalee Way Stormwater Tightline Project as Complete. The City of Sammamish hereby accepts the Sahalee Way Stormwater Tightline project as complete.

Section 2. Authorization of Contract Closure Process. The City Manager is hereby authorized to complete the contract closure process upon receiving appropriate clearances from the Department of Revenue, the Department of Labor and Industries and the Department of Employment Security.

Section 3. Effective Date. This resolution shall take effect immediately upon signing.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF FEBRUARY 2019.

CITY OF SAMMAMISH

Mayor Christie Malchow

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Resolution No.:

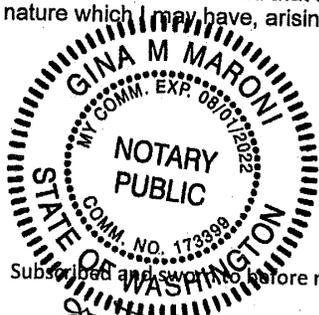


Final Contract Voucher Certificate

Contractor Maroni Construction, Inc.			
Street Address 40214 306th Avenue SE			
City Enumclaw	State WA	Zip 98022	Date 02/05/2019
City Project Number NA	Federal Aid Project Number NA	City Contract Number C2018-198	
Contract Title Sahalee Way Stormwater Tightline			
Date Work Physically Completed 11/30/2018		Final Amount \$ 250,522.64	

Contractor's Certification

I, The undersigned, having first been duly sworn, certify that I am authorized to sign for the claimant; that in connection with the work performed and to the best of my knowledge no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Sammamish nor have I rented or purchased any equipment or materials from any employee of the City of Sammamish; I further certify that the attached final estimate is a true and correct statement showing all the monies due me from the City of Sammamish for work performed and material furnished under this contract; that I have carefully examined said final estimate and understand the same and that I hereby release the City of Sammamish from any and all claims of whatsoever nature which may have, arising out of the performance of said contract, which are not set forth in said estimate.



X [Signature]

Contractor Authorized Signature Required

Ric Maroni

Print Signature Name

Subscribed and sworn to before me this 8th day of February, 20 19

X [Signature] Notary Public in and for the State of Washington

residing at 41107-292 Ave SE, Enumclaw

City of Sammamish

I, certify the attached final estimate to be based upon actual measurement, and to be true and correct.

Approved Date 2-13-19

X [Signature]
Project Engineer/Project Administrator

X [Signature]
City Engineer

This Final Contract Voucher is to be prepared by the Project Engineer or Project Administrator. Contractors Claims, if any, must be included and the Contractors Certification must be labeled indicating a claim attached.

Draft



NOTES

City Council Study Session

6:30 PM - February 4, 2019

City Hall Council Chambers, Sammamish, WA

Mayor Christie Malchow called the study session of the Sammamish City Council to order at 6:30 p.m.

TOPICS

1. **Discussion:** Klahanie Park Master Plan

Director of Parks & Recreation, Angie Feser and Deputy Director, Anjali Meyer led the discussion of the Klahanie Park Master plan and showed a presentation.

2. **Discussion:** Recommendations of the Planning Commission on permanent updates to Development Regulations

Director of Community Development, Jeff Thomas and Deputy Director, David Pyle gave a staff update and presented the Planning Commission recommendations to Council.

ADJOURNMENT

Study Session adjourned at 8:15 pm.



~ Proclamation ~

Wear Blue for Kindness Day

March 14, 2019

WHEREAS Wear Blue for Kindness (WB4K) began in 2018 as a response to the growing acts of violence in our schools. The McAuliffe PTSA wanted to engage our elementary school students in an age appropriate way to help them learn and express empathy and kindness for everyone. With the help of the school staff, the school district and the Lake Washington PTSA, we created a day for students to wear blue (the color of peace), perform random acts of kindness, look out for those who are lonely and reach out to make new friends.

WHEREAS The 2018 event was shared across the district and many preschools, elementary, and middle schools around the state got involved. We even had a school from another state join in! Thousands of children participated, and each organization put their own spin on the day.

NOW AND THEREFORE, I, Christie Malchow, Mayor, on behalf the Sammamish City Council do hereby proclaim March 14, 2019 as

Wear Blue for Kindness Day



MAYOR CHRISTIE MALCHOW

DATE

Agenda Bill

City Council Regular Meeting
February 19, 2019



SUBJECT:	East Sammamish Park Baseball Field - Safety Discussion and Recommendation											
DATE SUBMITTED:	February 11, 2019											
DEPARTMENT:	Parks & Recreation											
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational											
RECOMMENDATION:	Recommend an appropriate solution for additional protection from foul balls, between the two baseball fields at East Sammamish Park.											
EXHIBITS:	1. Exhibit 1 - PowerPoint Presentation											
BUDGET:	<table border="0"> <tr> <td>Total dollar amount</td> <td>N/A</td> <td><input type="checkbox"/> Approved in budget</td> </tr> <tr> <td>Fund(s)</td> <td>N/A</td> <td><input checked="" type="checkbox"/> Budget reallocation required</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/> No budgetary impact</td> </tr> </table>			Total dollar amount	N/A	<input type="checkbox"/> Approved in budget	Fund(s)	N/A	<input checked="" type="checkbox"/> Budget reallocation required			<input type="checkbox"/> No budgetary impact
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NEEDED FROM COUNCIL:

Provide direction in regards to East Sammamish Park Baseball Field spectator safety at the request of Eastlake Little League.

KEY FACTS AND INFORMATION SUMMARY:

The purpose of this discussion is to update and receive direction from the City Council to provide additional measures at two baseball fields at East Sammamish Park for spectator safety at the request of Eastlake Little League (ELL).

Summary:

East Sammamish Park has two slightly offset baseball fields on site with covered dugouts, bleachers, covered scorekeeper boxes, a storage shed, and batting cages. In 2014, the City installed additional

backstop netting on each of the baseball fields at a cost of nearly \$75,000 to further increase safety in the spectator area.

Eastlake Little League (ELL) is requesting additional safety measures between the two baseball fields at East Sammamish Park to be installed prior to March 23rd (beginning of 2019 season). They state the area between the two fields can be dangerous and that a spectator was struck by a foul ball within the last couple of years.

The City preliminarily developed four safety netting options, ranging from \$47,300 - \$110,000, that were presented at the January 9, 2019 Parks & Recreation Commission meeting. The ELL preferred Option #4 - netting that covers the entire spectator area. City staff were requested by the Parks & Recreation Commission to (1) explore additional solutions and (2) review the Parks Capital Improvement Plan (CIP) to determine how this project could be funded, because funds are not currently allocated in the Parks CIP for this work.

Therefore, the City executed a contract with D.A. Hogan to provide preliminary planning and design services to further evaluate and refine options for safety measures in between the two baseball fields. D.A. Hogan evaluated ELL's preferred option, which would more than likely not be completed prior to the 2019 season, due to the extensive installation required. In addition, D.A. Hogan explored alternative safety measures that may be implemented either before or early in the 2019 season.

A representative from D.A. Hogan presented ELL's preferred option with more detail in addition to several alternative safety measure options at the February 6, 2019 Parks & Recreation Commission meeting, which are outlined in further detail below.

Option A: Home plate/base relocation

- Description: The current configuration provides for 25 feet from the baselines to the backstop/wing fencing. This is a typical distance, based upon the current level of play. However, the distance could be reduced by up to 10 feet. Modifying the base lines, and the bases and plates will limit the number of foul balls leaving the field, but could impact some playability aspects of the field. If selected, this would require relocation of the infield bases and foul ball posts.
- Installation Schedule: This work could be completed by the City's maintenance crew prior to the 2019 season.
- Cost estimate: \$2,000

Option B1: 2-post home plate netting

- Description: Supplemental netting would be stretched between existing backstop posts, supported via cables for the existing curved backstop area. This will provide a "hood" over the home plate area, limiting foul balls from leaving the field of play, and limiting pop up fly's as a part of the game.
- Installation Schedule: The City's maintenance crew could install netting early in the 2019 season, pending a vendor's availability to fabricate custom netting.
- Cost estimate: \$9,900

Option B2: 3-post home plate netting

- Description: Utilize the netting developed as part of option B1, but expand the netting to span farther, which would increase the surface area coverage to almost completely "hood" the entire batter's box area. This netting covers a greater area above the home plate, thereby further reducing the possible quantity of foul balls leaving the field of play. Please note that this option would entirely "hood" the batter's box area if the field is reconfigured WITH Option A.
- Installation Schedule: The City's maintenance crew could install netting early in the 2019 season, pending a vendor's availability to fabricate custom netting.
- Cost estimate: \$12,300

Option C: Spectator area netting (ELL's original preference)

- Description: Utilizing existing backstop posts, as well as constructing new posts, install a netting "hood" over the entire spectator area between backstops. This would generally cover the area where the bleachers are currently located, as well as pedestrian areas, from the backstop to the existing dugouts. Because of the spanned distance, additional posts are required to structurally support the netting, and to not impact the structural capabilities of the existing fence and net posts.
- Installation Schedule: Installation prior to the 2019 season would not be feasible due to the time required to finish design for construction, order materials, acquire permits, and select a contractor through the bidding process (contingent upon bids are received, bids are within project budget and contractor availability). If it is proceeded immediately after Council's review and approval on February 19th, the 6-8 weeks of construction would significantly impact the fields and likely cause closure of the baseball fields during some of that time. An alternative is to complete the construction after the 2019 season to allow for full access to the fields for this season due to high demand of baseball fields.
- Cost Estimate: \$40,000*

**Re-allocation of funds from a different Parks CIP project would be required. The recommended potential sources for the re-allocation are the Capital Contingency Reserve or the Playground or Parking & Access Improvements projects at East Sammamish Park.*

The Commission voted unanimously to recommend the City Council proceed with **Option B2: 3-post home plate netting**. Following the Parks & Recreation Commission meeting, the ELL board also reviewed the revised safety measures and passed a motion to advocate for the Commission's recommendation of Option B2: 3-post home plate netting.

2018 Eastlake Little League (ELL) Baseball Field Usage at East Sammamish Park:

The natural turf athletic fields are available to rent from March through October. ELL rents both baseball fields seven days a week from March 1 through early June, with games typically beginning at the end of March. The league is comprised of 7 softball divisions and 7 baseball divisions. Out of the 14 divisions, there are typically 3 baseball divisions that use the baseball fields at East Sammamish Park. In 2018, there were 18 teams in the 3 divisions, with 12 players on each team.

Parks, Recreation & Open Space (PRO) Plan & Parks Capital Improvement Plan (CIP):

The PRO Plan was adopted by City Council in February 2018. The planning process began in 2017 and included a robust public outreach process, with a mail-based survey, open house meetings, athletic and environmental stakeholder discussions, online engagement, website content and Parks & Recreation Commission meetings. Safety concerns related to foul ball netting at the East Sammamish Park baseball fields were not introduced by the community at large during the process or by Eastlake Little League during the related stakeholder meetings. Therefore, overhead netting at East Sammamish Park was not identified when the 2018-2023 Parks Capital Improvement Plan (CIP) was developed as part of the PRO Plan and requires re-allocation of funding.

Project Background:

East Sammamish Park is a 19-acre park located in the northwest section of the City, adjacent to Margaret Mead Elementary. The park was transferred to the City in 1999 and is comprised of natural turf fields including one multi-purpose sports field and two baseball fields. Additionally, the park features two tennis courts, a play structure, a picnic shelter, restrooms, and trails. The master plan for East Sammamish Park was adopted by City Council in 2008.

City staff have been in discussions with ELL since June 2018 about their request and researched several options. ELL was asked if they would be willing to contribute any funding towards this project since the expenditures primarily benefit their organization, but they declined to commit any funding at this time.

In regards to other community partnerships for athletic fields, the Sammamish Cricket Club (SCC) requested a practice cricket pitch to be installed at Klahanie Park, adjacent to the two multi-purpose sports fields. Staff met with the SCC to discuss their request and researched several options. The cricket club was asked if they would be willing to contribute any funding towards this project since the expenditures primarily benefit their organization, and they have committed to funding 50% of construction costs, in addition to paying for a canopy netting structure for the practice cricket pitch.

Possible Recommendations:

1. Postpone approving the project now and consider incorporating the project during the next Parks Capital Improvement Plan update.
2. Approve Option A: home plate/base line relocation.
3. Approve Option B1: 2-post home plate netting **OR** B2: 3-post home plate netting.
4. Approve Option C: Spectator area netting, requiring re-allocation of Parks CIP funds.

FINANCIAL IMPACT:

Funds are not currently allocated in the 2019-2020 Parks CIP Budget for baseball field safety measures at East Sammamish Park. If staff are directed to proceed with this project, funds will need to be re-allocated from a different project in the Parks CIP. The recommended potential sources for the re-allocation are the Capital Contingency Reserve or the Playground or Parking & Access Improvements projects at East Sammamish Park.

OTHER ALTERNATIVES CONSIDERED:

Alternatives include not approving any improvements at this time, but incorporate this proposed project in the next Parks CIP update.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

- [Parks, Recreation & Open Space \(PRO\) Plan](#), adopted by City Council February 2018



East Sammamish Park – Safety Discussion

Presentation to City Council
February 19, 2019



Overview

What we will be discussing

- Project Background
- Eastlake Little League (ELL) Baseball Field Usage
- Safety Options Overview
- Possible Recommendations
- Q & A

PROJECT BACKGROUND

EAST SAMMAMISH PARK:

Vicinity Map

East Sammamish
Park



Big Rock
Park

Sammamish
Commons

EAST SAMMAMISH PARK:

Existing Conditions



EAST SAMMAMISH PARK:

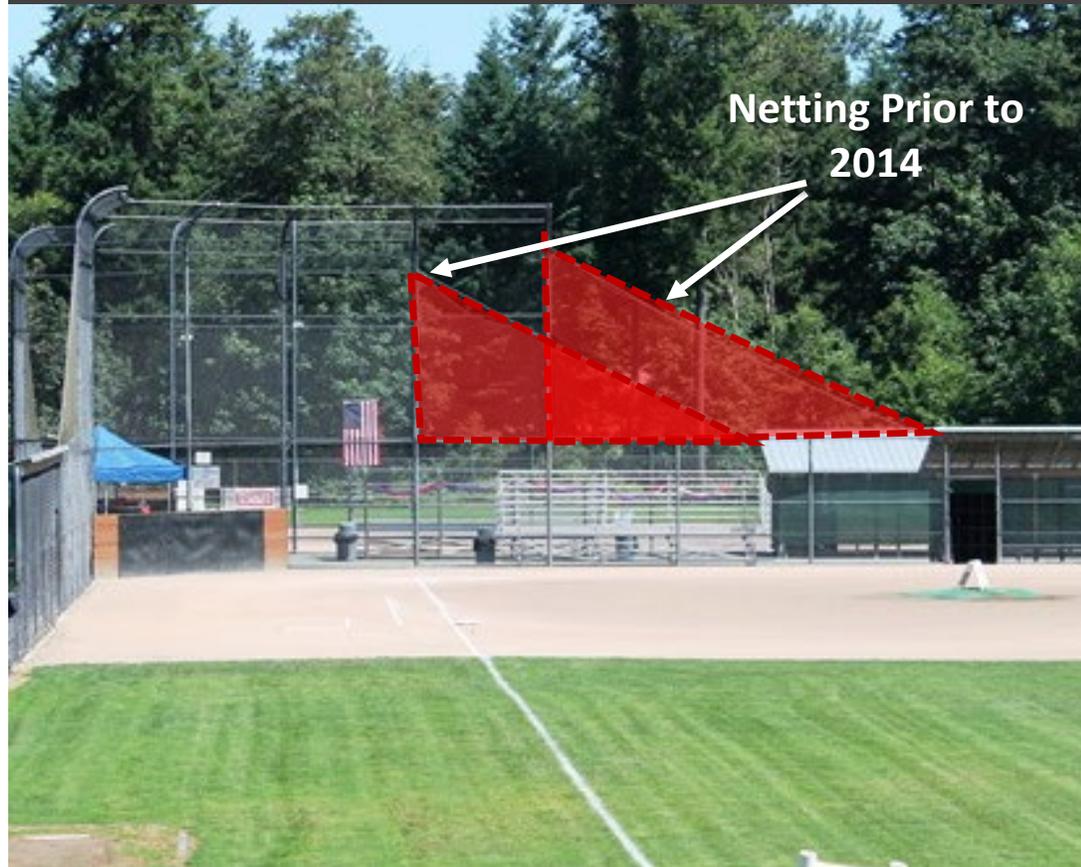
Timeline

- 1999 – Park transferred to City
- 2014 – Foul ball netting installed
- June 2018 – Eastlake Little League (ELL) contacted City about additional safety measures at East Sammamish Park (ESP)
- January 9, 2019 – preliminary safety options presented by staff to Parks & Recreation Commission (PRC)
- February 6, 2019 – Staff presented additional safety measures to PRC for recommendation



EAST SAMMAMISH PARK:

Foul Ball Netting Improvements



EASTLAKE LITTLE LEAGUE BASEBALL FIELD USAGE

EAST SAMMAMISH PARK:

Eastlake Little League Field Usage (2018)

- Field 1 & 2 rented 7 days a week, March 1 – early June
- Games began late March
 - Mon – Fri: 1 game per field
 - Sat: 2 – 3 games per field
 - Sun: 0 – 1 game per field
- 3 out of 7 baseball divisions typically play on fields (Ages 9 -12)
 - 18 teams
 - 12 players per team

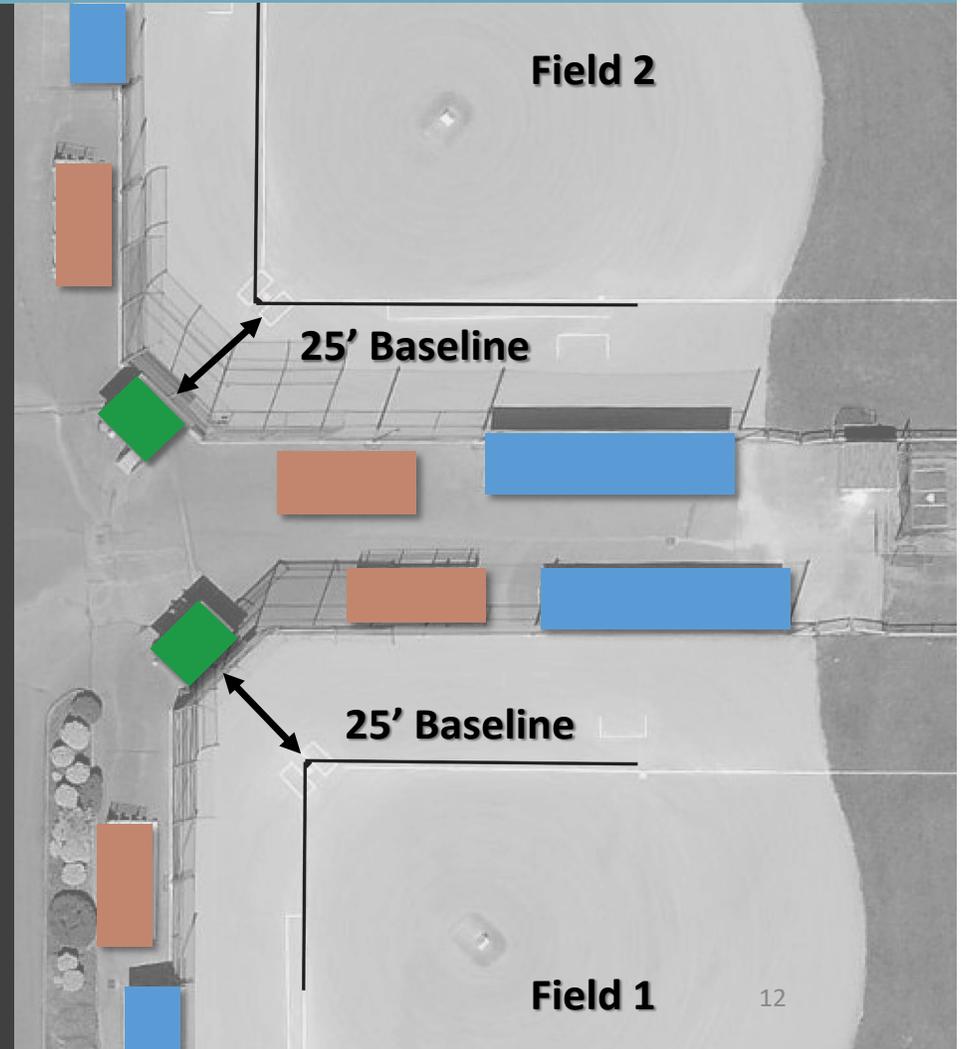


SAFETY OPTION OVERVIEW

EAST SAMMAMISH PARK:

Existing Conditions

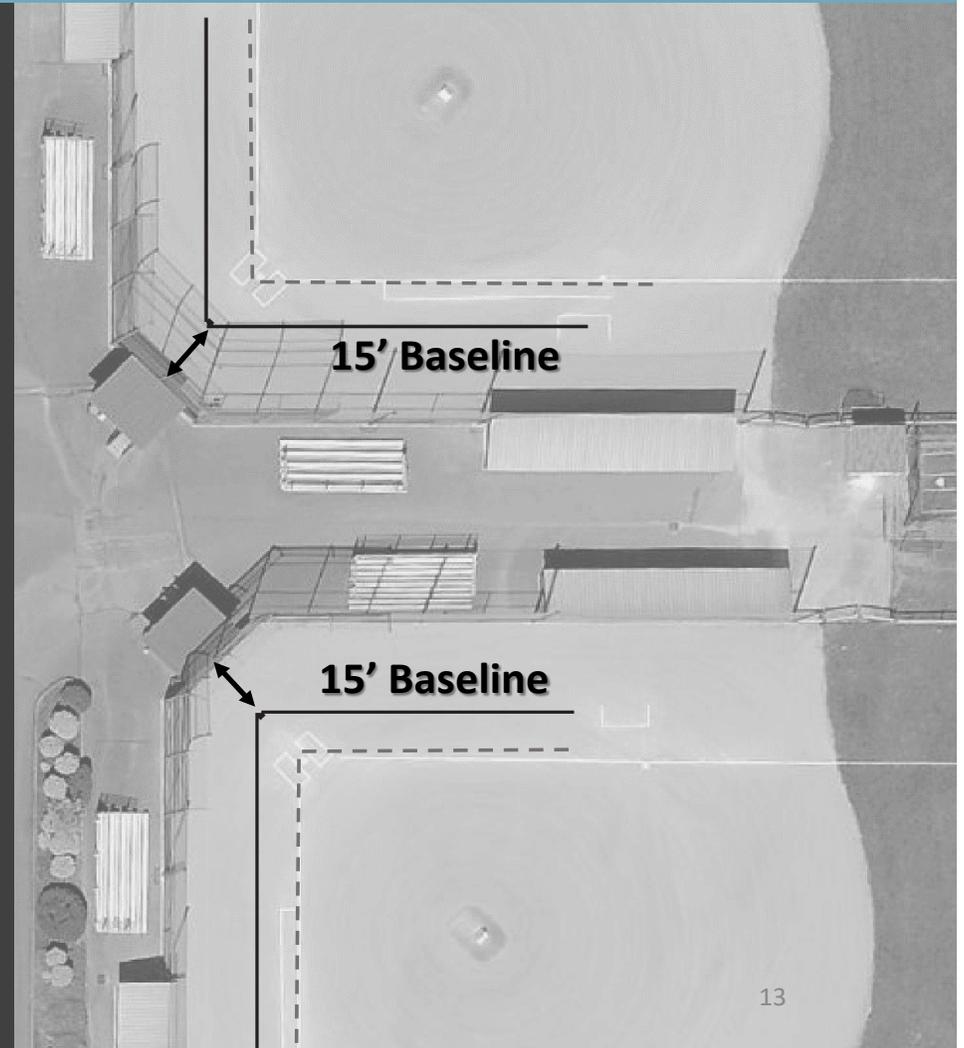
- Covered Dugouts
- Bleachers
- Scorekeeper Box



EAST SAMMAMISH PARK:

Option A: Home plate/base relocation

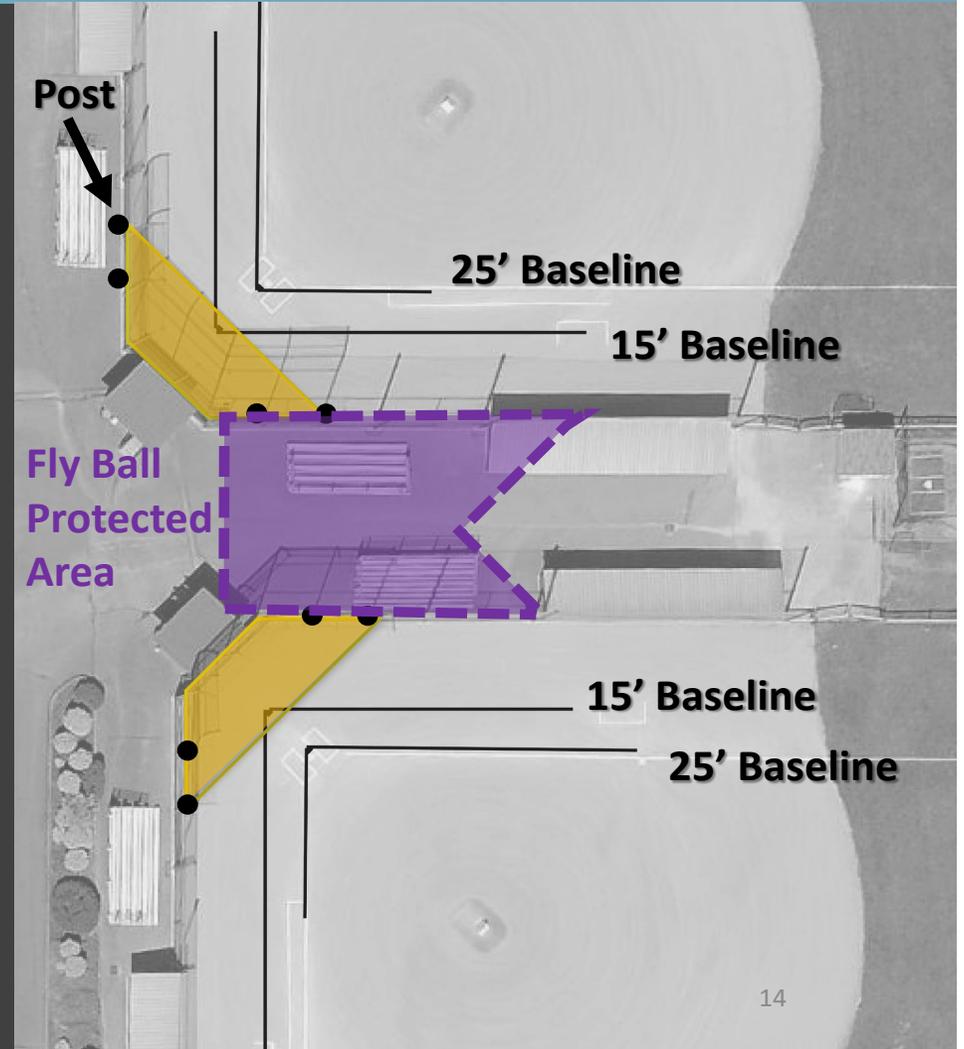
- Description: baseline to backstop distance reduction of 10'
 - Requires relocation of bases and foul ball posts
- Schedule: prior to 2019 season, in-house installation
- Estimated Cost: \$2,000



EAST SAMMAMISH PARK:

Option B1: 2-post home plate netting

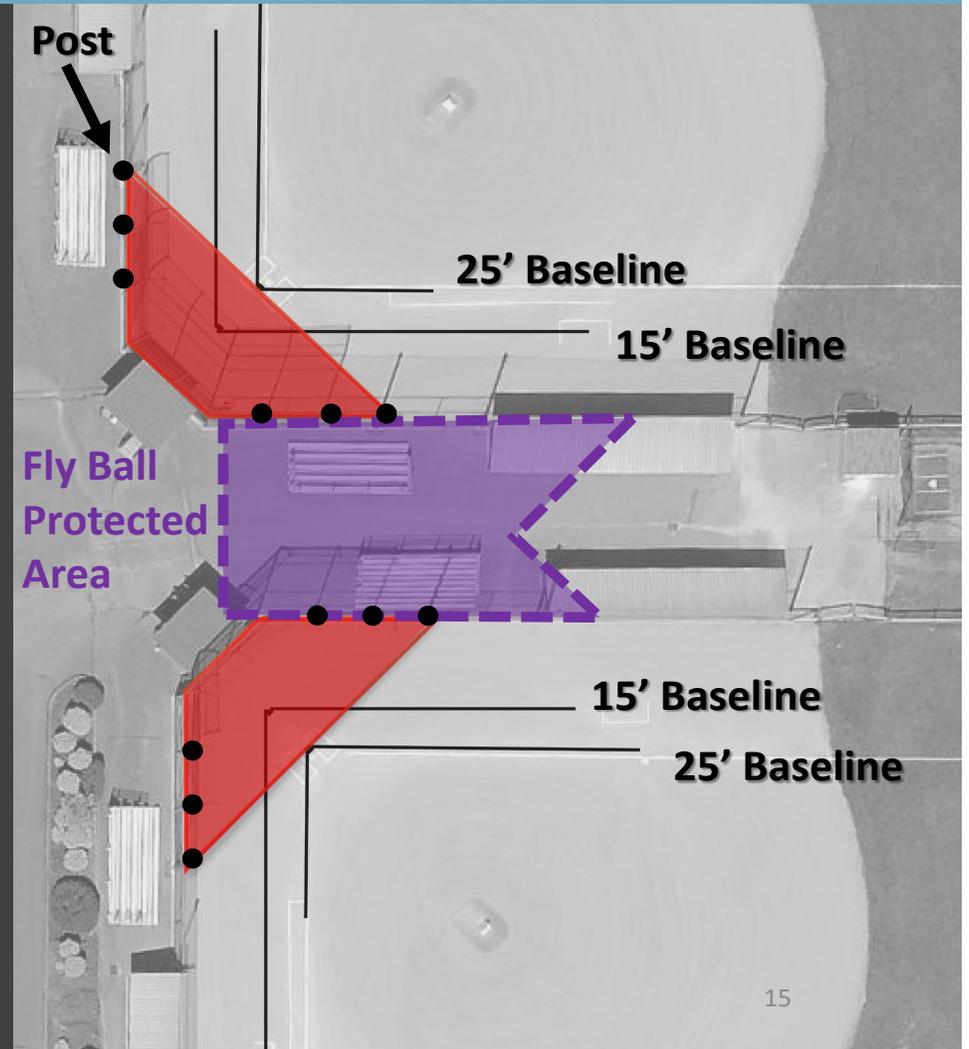
- Description: netting between 2 backstop posts to create “hood” over home plate
 - Baseline modification optional
- Schedule: early 2019 season, in-house installation
- Cost Estimate: \$9,900



EAST SAMMAMISH PARK:

Option B2: 3-post home plate netting

- Description: expand netting to span to 2014 posts to create “hood” over home plate
 - Baseline modification optional
- Schedule: early 2019 season, in-house installation
- Cost Estimate: \$12,300



EAST SAMMAMISH PARK:

Recommendations

- **Parks & Recreation Commission Recommended Option**
 - B2: 3-post home plate netting

- **Eastlake Little League Supported Option**
 - B2: 3-post home plate netting

POSSIBLE RECOMMENDATIONS

EAST SAMMAMISH PARK:

City Council Possible Recommendations

1. Postpone approving the project now and consider incorporating the project during the next Parks CIP update.
2. Approve Option A: home plate/base relocation.
3. Approve Option B1: 2-post home plate netting **OR** B2: 3-post home plate netting.
4. Approve Option C: Spectator area netting, requiring re-allocation of Parks CIP funds.

QUESTIONS?

Agenda Bill

City Council Regular Meeting
February 19, 2019



SUBJECT:	Sound Transit Briefing: Eastside Investments and North Sammamish Park & Ride	
DATE SUBMITTED:	February 12, 2019	
DEPARTMENT:	Public Works	
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational	
RECOMMENDATION:	Hear presentation provided by Ariel Taylor, Juan Calaf, and Bernard Van de Kamp of Sound Transit providing information about current and future transit infrastructure investments in the Sammamish area.	
EXHIBITS:	1. Exhibit 1 - Sound Transit Presentation	
BUDGET:		
Total dollar amount	\$0	<input type="checkbox"/> Approved in budget
Fund(s)	N/A	<input type="checkbox"/> Budget reallocation required
		<input checked="" type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input checked="" type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:

Hear Sound Transit presentation providing information about current and future transit infrastructure investments in the Sammamish area.

KEY FACTS AND INFORMATION SUMMARY:

The purpose of this briefing presentation is to provide information about Sound Transit's transportation infrastructure investments in the City of Sammamish and surrounding areas. The presentation features a discussion of a new Park and Ride structure planned for north Sammamish, including proposed siting options, cost considerations, and public-private partnership opportunities, and public engagement strategies.

Background

Sound Transit is currently undergoing a system expansion, which includes light rail and bus rapid transit connections to many Eastside cities. The North Sammamish Park and Ride is an early ST3 deliverable intended to provide increased access for Sammamish residents to the planned Redmond Marymoor light rail station. The project is currently in the planning, environmental review, and preliminary engineering phase, with service expected to begin in the last quarter of 2024.

The presentation will be provided by Sound Transit staff:

- Ariel Taylor, Government and Community Relations Officer
- Juan Calaf, Senior Land Use Planner
- Bernard Van de Kamp, East Corridor Development Director.

FINANCIAL IMPACT:

No financial impact at this time.

OTHER ALTERNATIVES CONSIDERED:

Informational only; no alternatives considered.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

[Sammamish Comprehensive Plan, Transportation](#)

Goal T2: Greater Options and Mobility

- Policy T.2.17- Park-and-ride facilities should include safe and convenient access for automobiles, buses, pedestrians and bicycles
- Policy T.2.20- Through cooperation with other jurisdictions, work regionally to promote transit services that are dependable, maintain regular schedules and provide an adequate LOS throughout the day, weekends and holidays.
- Policy T.2.22- Explore options for expanding both intracity and intercity transportation services, such as expanded King County Metro service, city-sponsored shuttle or other private/public partnership options



***North Sammamish
Park and Ride
Sammamish City Council***

February 19, 2019

What we'll cover today

- *Sound Transit*
 - *Who we are*
 - *What we do*
- *East King County Investments*
 - *North Sammamish and Downtown Redmond Link*
 - *Overview*
 - *Schedule*
 - *Process*
 - *Questions*



More people, more cars

POPULATION GROWTH = TRAFFIC DELAYS



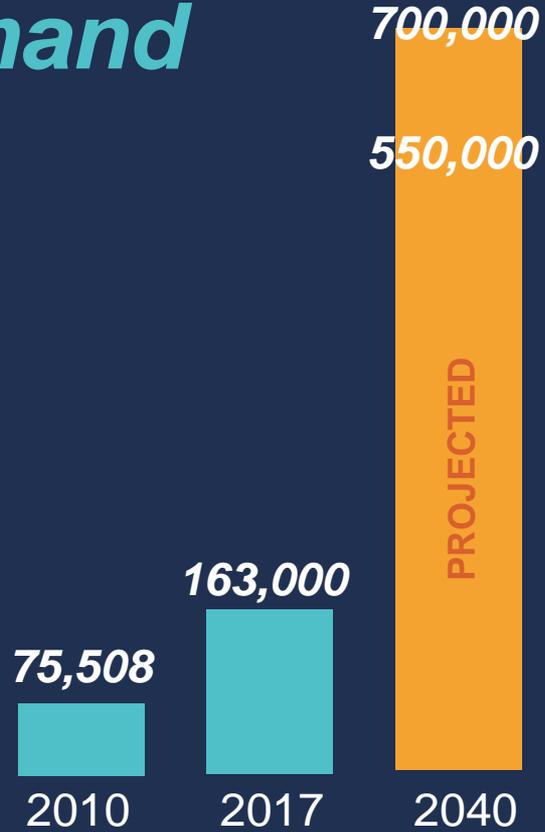
1,500+ every week



Freeway delays  each year

Meeting growing demand

AVERAGE WEEKDAY RIDERSHIP





System Expansion

- Connecting 16 cities with 116 miles of light rail
- 37 miles of new Bus Rapid Transit between Lynwood, Bellevue and Burien
- Extension of Sounder commuter rail from Dupont to Lakewood
- Traffic-free commutes to major cities in Central Puget Sound

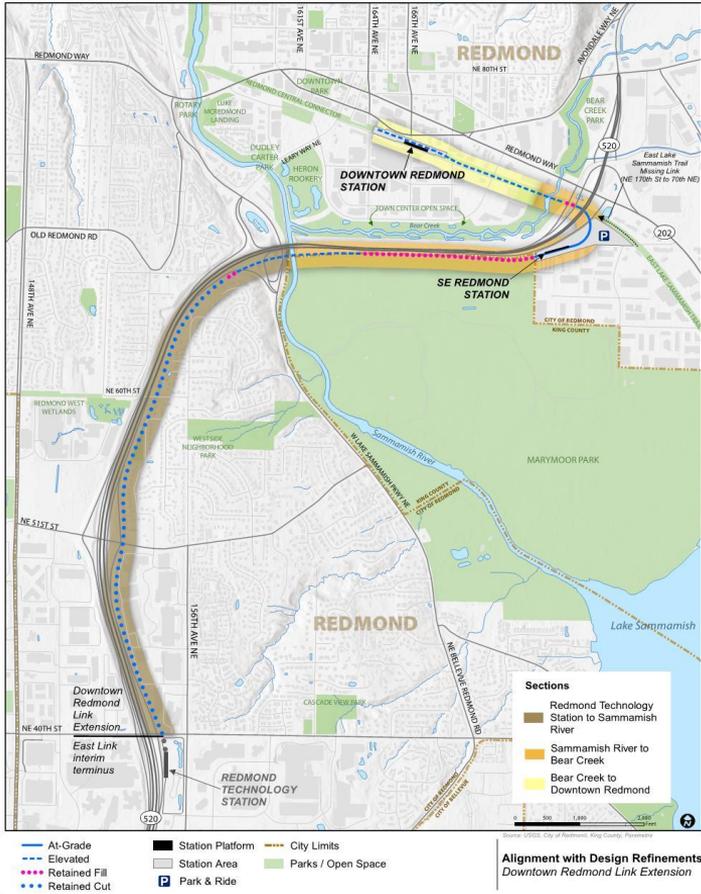


East King County

- A** Link – Seattle to Redmond Technology Center
- B** Link – Redmond Technology Center to downtown Redmond
- C** Link – South Kirkland to Issaquah
- D** I-405 BRT – Bothell to South Renton
- E** SR 522 BRT – Kenmore to Bothell
- F** North Sammamish Park & Ride

Downtown Redmond Link

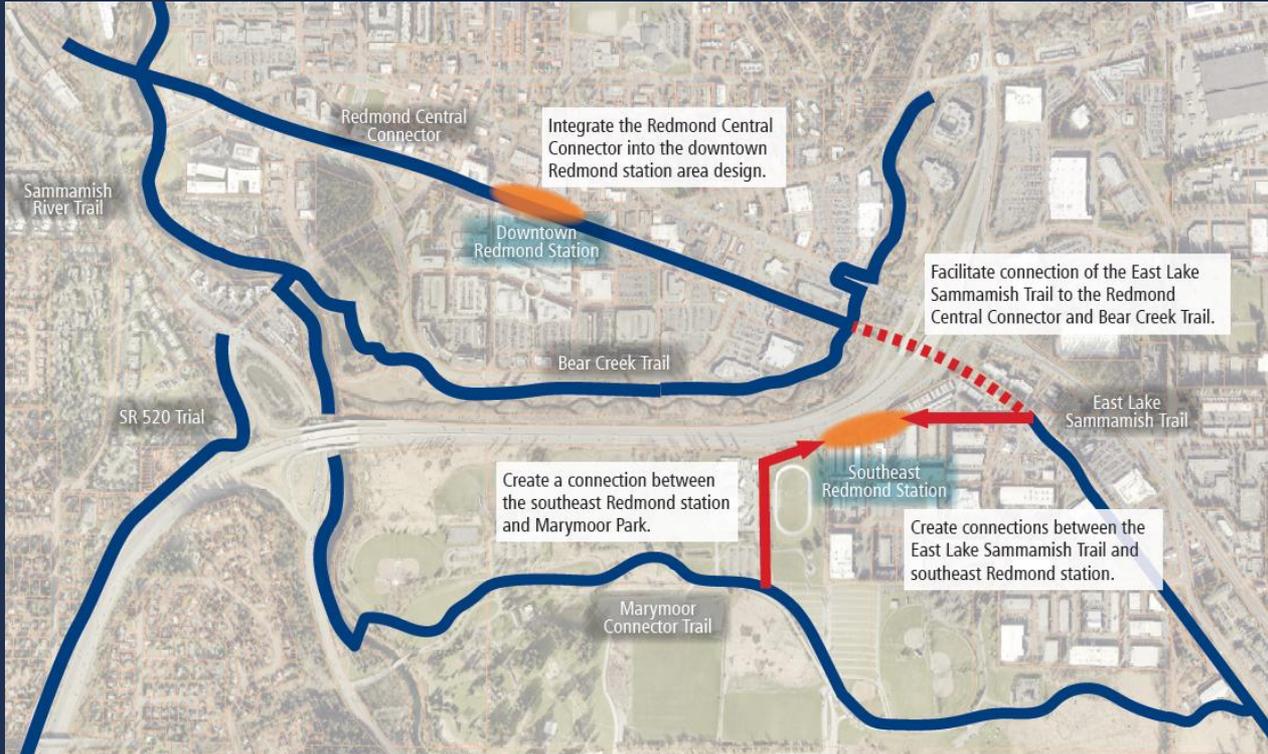




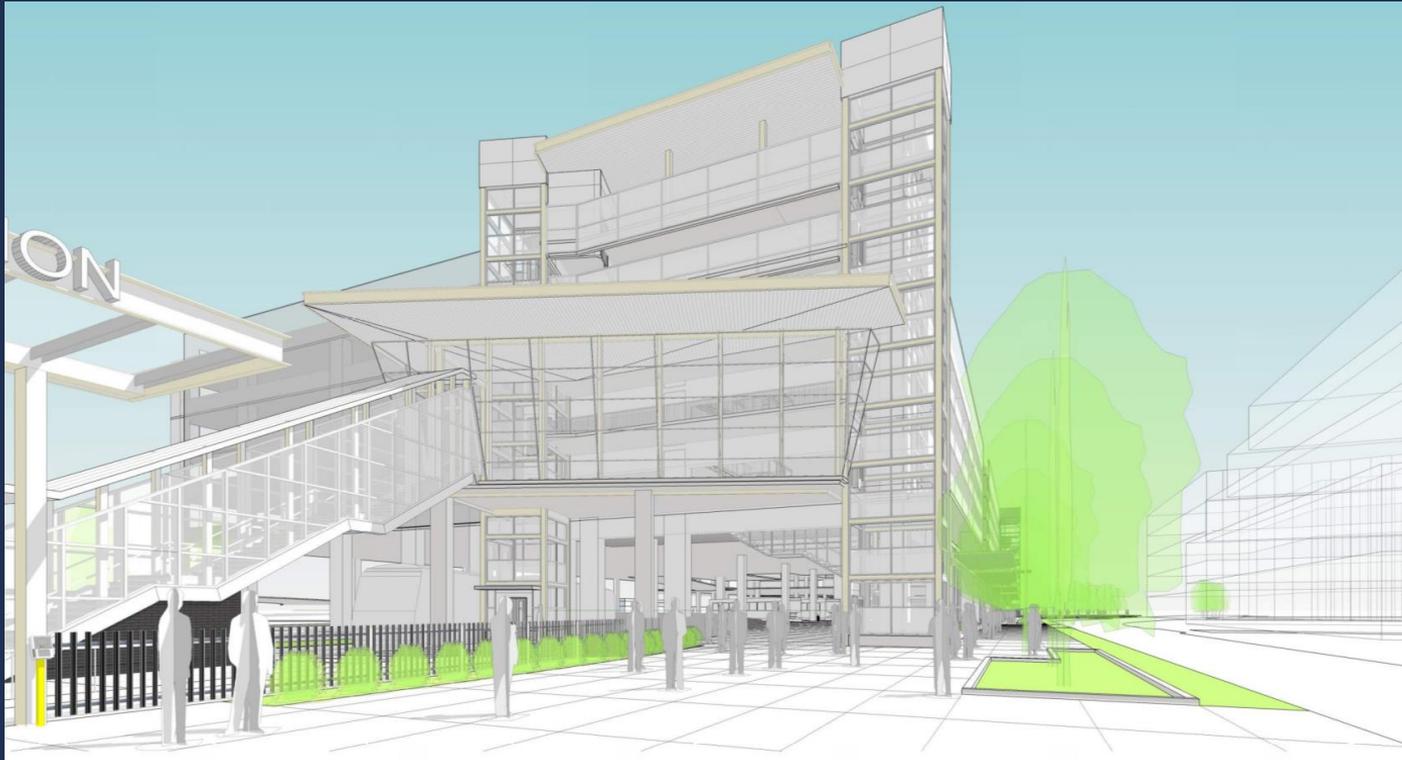
Downtown Redmond Link Extension

- Extends East Link 3.4 miles from Redmond Technology Center to Downtown Redmond
- Two stations – Downtown and Marymoor
- 1,400 space parking garage at the station at Marymoor
- Opens in 2024

New Trail Connections Also Coming in 2024



Station and Parking Garage at Marymoor



North Sammamish Park and Ride





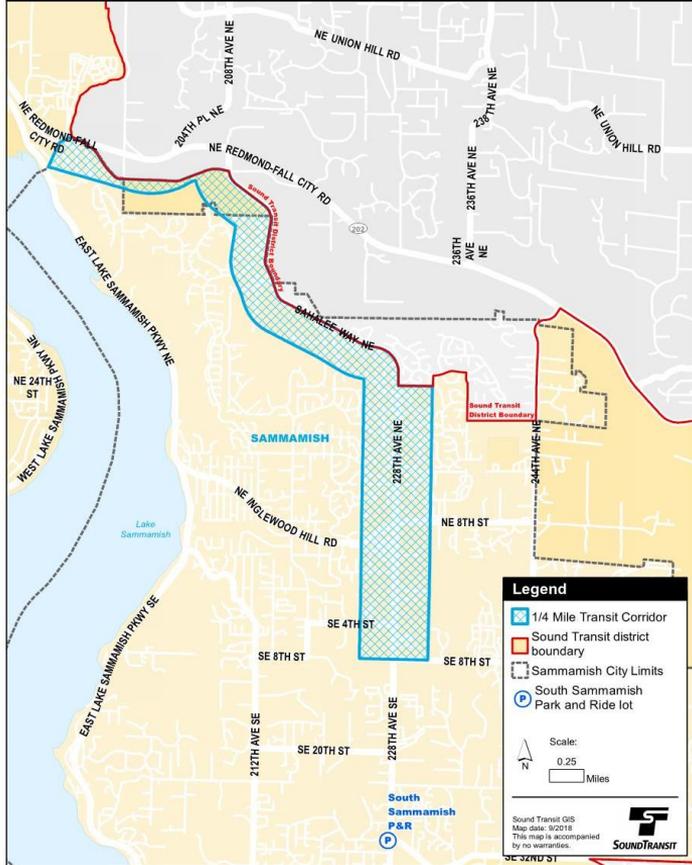
East King County

- A** Link – Seattle to Redmond Technology Center
- B** Link – Redmond Technology Center to downtown Redmond
- C** Link – South Kirkland to Issaquah
- D** BRT – I-405/SR 518
- E** BRT – SR 522/NE 145th St.
- F** *North Sammamish Park & Ride*

Project Overview

- ST3 early deliverable
- Up to 200 spaces
- To be located in North Sammamish
- Total budget = \$20M (all inclusive, all phases)
- Public access date: 2024

PROJECT AREA MAP



- Within 1/4-mile of the 228th Ave. NE/Sahalee Way NE/SR 202 transit corridor
- North of SE 8th St.
- Within the RTA boundary
- Primarily serves City of Sammamish



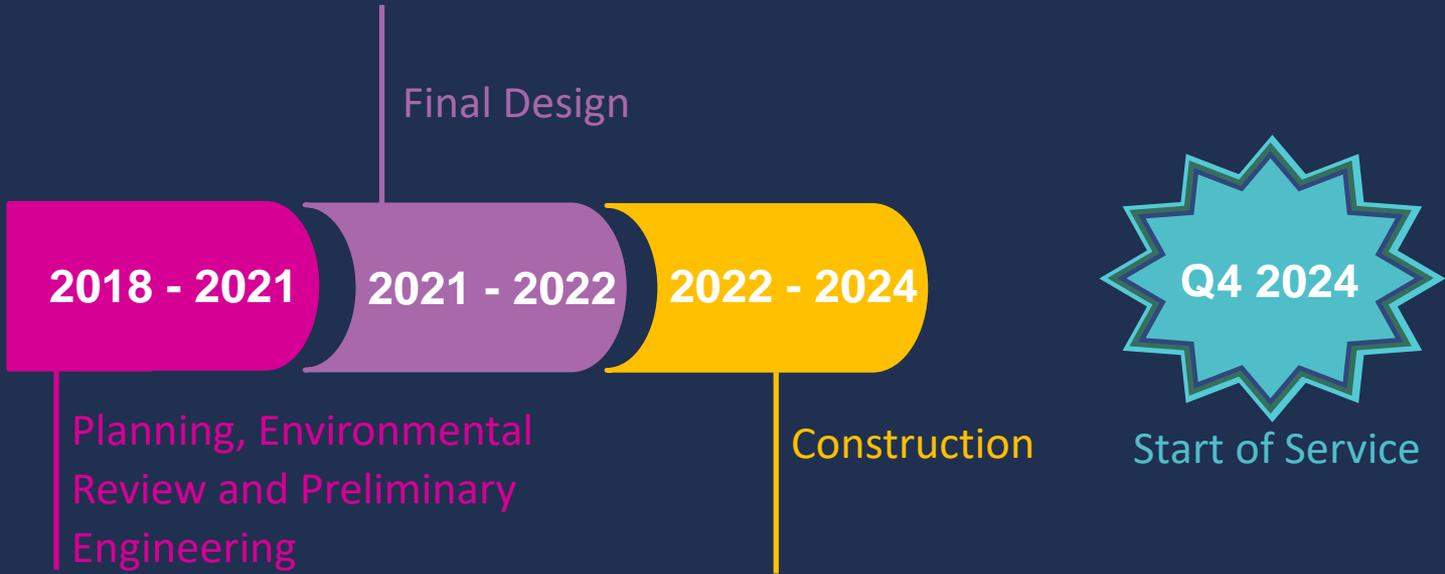
Potential Challenges

- Limited project area may limit sites available
- Environmental and topographic constraints
- Property costs

Site Screening Criteria

1. **Location and Zoning** – Needs to be on the transit corridor, within the RTA boundary and on a site with compatible zoning.
2. **Customer Access** – Customers must be able to access the park-and-ride easily and safely.
3. **Environmental Considerations** – Environmental impacts and mitigation measures should be avoided or minimized.
4. **Landowner and User Impacts** – Property acquisitions, displacements and/or relocations should be avoided or minimized.
5. **Public Benefit** – Deliver additional public benefit beyond parking use only if possible.
6. **Risk and Feasibility** – Site and project delivery approach must support on-time and on-budget project delivery.

Overall Project Schedule



Potential Project Delivery Approaches

- 1. Traditional project development approach** – Sound Transit identifies the site, acquires land, develops and constructs project.
- 2. Public-public partnership** – Sound Transit works in partnership with a local jurisdiction to develop and construct the park-and-ride on land already in public ownership.
- 3. Public-private partnership** – Sound Transit works in partnership with a private entity to deliver up to 200 spaces on privately owned land and maintains a long-term property interest.

Project Scope – PE Phase

Q1 2019– Q4 2019

- Complete studies and analysis
- Site identification and screening
- Proposed site identified

Q4 2019– Q4 2020

- Partnering agreements
- Environmental review
- Conceptual engineering to 15% design
- Begin right-of-way acquisition (if necessary)

Q4 2020– Q3 2021

- Complete preliminary engineering to 30% design
- Begin environmental permitting

PE Phase

- Site screening & selection
- Conceptual engineering
- Environmental review
- Preliminary engineering

2019 Project Milestones

January – September 2019

- Site identification and screening
- RFEI to be issued Jan. 18 to identify possible partnerships

Winter and Spring 2019

- Public outreach events to solicit input on short list of proposed sites

Fall/Winter 2019

- Identify proposed site
- Prepare for next project phase (conceptual and preliminary engineering to 30% design)

Upcoming Stakeholder Engagement

March	<ul style="list-style-type: none">• Launch updated project website• Work with City and King County Metro to screen sites and develop a short list
April	<ul style="list-style-type: none">• Update Council on short list of sites and planned open houses• Conduct online and in-person public open houses to gather feedback on short list
May	<ul style="list-style-type: none">• Provide Council with a summary of findings from open houses and other stakeholder meetings.
Ongoing	<ul style="list-style-type: none">• Stakeholder meetings and community group presentations to discuss project and gather feedback
Q3 and Q4	<ul style="list-style-type: none">• Present site recommendation to Council and Sound Transit Board• Roll out site decision to stakeholders and public

Questions?

For more information:

Ariel Taylor

East Corridor Government and Community Relations Officer

(206) 903-7475

Ariel.taylor@soundtransit.org

Bernard van de Kamp

East Corridor Development Director

(206) 903-7413

Bernard.VandeKamp@soundtransit.org

MEMO

To: Mayor Malchow and City Councilors
From: Larry Patterson, Interim City Manager
Re: City Manager's Report
Date: February 19, 2019

Madame Mayor and Councilors,

These First Three Items Require Council Action This Evening

1. IT Director --- Following the ransomware attack we had the fortune of having Steve Schommer volunteer to help us. Because of his expertise in IT and particularly in dealing with these types of incidents we are hiring him as a limited time employee (LTE) to help us through this effort and use his expertise in helping us select the permanent IT Director when we get to that point. If you have no objections I am also going to authorize a lump sum payment of \$8,000 so he can maintain his own health insurance during this employment. His family has very specific health insurance needs and this provides his ability to maintain his current insurance and not transfer to the City's coverage.
2. Declaration of Emergency Holidays --- Council is aware of the issues we have had over the last few weeks with both IT and, now, snow. Because of the heavy snow fall, concern for the safety of all employees, and the limitation created by the cyberattack is having on their work, we closed City Hall. Some have braved the weather and made a treacherous drive in, but most have adhered to staying put and working as best they can from home. Our emergency crews (road crews) have continued to work around the clock. I am asking the Council to declare Monday February 11th and Tuesday February 12th as holidays. This declaration will allow our employees who did not come in because we were closed to get paid, and also provide time and half for the emergency crews who continued to clear streets during this storm.

3. School Resource Officer --- We have been approached by Eastside Catholic High School about placing a School Resource Officer in that school. With your permission we will enter into discussions with them, determine the cost arrangement and where the funds will come from and bring back to you an agreement. This will be a different cost sharing than our other schools since this is a private school. We have a 50/50 cost sharing with other schools. In this arrangement we cannot share any cost for the months the officer is at the school, but we do have the staffing benefit of this officer when school is out, which that part of their time will determine our share.
4. Meeting with Issaquah School Board --- The Issaquah School District is asking for a joint meeting with the City Council. They have posed one of the following dates if this works for the Council's schedule:
 - a. Wednesday April 24th
 - b. Wednesday May 8th
 - c. Wednesday May 22nd

The rest of my report is a bit different as it includes several topics I wanted to highlight with you in the retreat, but because of the weather we did not have the opportunity to explore these issues. As you know this is by no means is a total list of issues. I have given you previously a write of several issues and topics that are making their way to future study sessions and agendas.

5. Council Proceedings and Some Thoughts on How You May Be More Effective --- I have had the opportunity to watch the Council over the last several months and I see some areas where performance could be improved. I am attaching a few documents that include information I have either gathered or come up with over my career and have used in consulting with other Councils or in presentations at League of Oregon Cities meetings and trainings. You may find them useful and, since these are mostly talking points, if the Council wishes to schedule time for discussion we can certainly try to do that before I depart the City, or I could come back at some point for that discussion. Again, these are nothing magic, but much to think about.

6. Facilities Planning --- The City's facilities are overcrowded. This applies to Police, City Hall, and the Municipal Operations Center (MOC). Below is a conceptual plan that should serve the City both in the short-term and long-term. If the Council is interested in this approach we can put together a financial component on how and when we could proceed.

- a. Development of a Police Facility --- Initially we were talking about flipping sides of the building with the Sheriff's office and Finance and Parks, but the cost of this switch does not maximize resources. A better use of resources would be a longer-term plan that assists city hall, the sheriff's office and our own police operations. Finding additional space for our Police operations will become more critical as we add to that staff.

The longer-term approach would be developing the Boys and Girls Club building as our police building. This could house both the Sheriff and our Police Operations. It provides many benefits such as parking. Initially we could probably provide space for the Boys and Girls Club and include perhaps some programming for the kids with Police Officers. Long-term we will need to provide another solution for the Boys and Girls Club. If the Council wishes to consider this approach the next step is a thorough evaluation of that facility for these uses and the needed remodeling that will be required.

- b. City Hall --- Moving the Sheriff and Police out of City Hall provides adequate space for City Hall functions for the foreseeable future.
- c. Municipal Operations Center --- The MOC is at capacity. This crowding is about space for staff as well as our equipment yard. With moving the sheriff and police we could put a section, perhaps Parks, in the City Hall Building for the short-term, but eventually we'll need a second location for the MOC. Ideally that location should be in the southern part of the City. Siting a new MOC will be problematic so the sooner we can begin to find that location the better.

7. Police Study and Staffing Recommendations --- This issue is still before your Public Safety Committee and they will forward their recommendations once they have formulated those. I have made recommendations to the

Committee on the staffing levels that I believe are necessary and have made a recommendation regarding the method of financing. I am proposing the following:

- a. New command structure, which is a Major structure. This will add a Major position, maintain the current Captain position and add two sergeants. This will make the Sergeants working sergeants and put them on the street.
 - b. Additionally, I am propose adding 6 new police officer positions. These additions will give us a stronger command structure and 4 officers per shift on the street. We could get by as we are, since our call volume is not that great, but we do not have enough backup for police and citizen safety, and in times of emergency we are quickly overwhelmed.
 - c. Finally, I am recommending 1 additional clerical staff to provide administrative support
 - d. This cost is approximately \$2.1m. I proposed a 2% utility tax on all utilities to fund these positions. The Public Safety Committee does not want to impose this tax on water and sewer. We are currently conducting additional analysis on not including water and sewer. Early estimates are we will need to increase the utility tax recommendation by 2.5% or 3% to fund these positions.
 - e. This is a Council action, but I am recommending you engage the public prior to any decision on this utility tax to provide understanding and hopefully gain their support. I believe if this is properly explained the public will support the Council in imposing this utility tax for these additions.
 - f. Finally, since the positions cannot be added until you assess the utility tax, and since from that moment until you have officers on the street is approximately 18 months, I am recommending that initial portion of the tax be used to remodel the fire stations.
 - g. This utility tax, therefore, is assessed to provide increased public safety.
8. Communications Program --- We have hired a gem in Sharon Gavin. Sharon is working to provide us a first-class communication program. This program will include the following components: Social media guidelines and posts, digital newsletter, news alerts, and Council action updates that will be

available in both written and video formats. She will be helping us with message information on issues, projects, initiatives and actions. For this program to be as successful it will require the Council's assistance – we will need to bring on a social media specialist, and you will be asked to use a new approach and greater discipline regarding your use of social media. Without Council's cooperation this program cannot be optimal, and we will be unable to tell the City's and Council's story as effectively as we would be otherwise.

9. Transportation Improvements --- Looking at transportation improvements it is very difficult not knowing what the Council's goals are. If the goal is to reduce cars on the road, in my opinion that is not a realistic goal as trips will increase given the growth of the City and in the region. If it is to improve mobility and/or provide room for development, particularly that of the town center we have a lot of work to do. This work may include:
 - a. Development of the TMP
 - b. Strategic removal of additional barricades through the city;
 - c. Improve transit service to and within the City. This can be done with strong work with our partners or the development of an intercity transit program. This would require voter approved funding for its operation;
 - d. Slowing traffic along 228th with new speed limits and perhaps traffic calming devices. The pedestrian experience along this road is less than optimal;
 - e. Work with our schools to increase student busing;
 - f. Maximize connection to SR 202;
 - g. Improve grid connection throughout city where possible;
 - h. Ensure office space development in the town center and work to gain regional offices in such space;
 - i. Develop stronger regional partnerships and work to improve regional solutions beyond our boundaries.
 - j. Other work as defined

The immediate impediment to the City's development is Sahalee Way. Staff and our consultants have met and outlined several smaller projects we would like to model. If these provide enough room to allow the Town

Center Phase I and smaller developments, then we can work within our concurrency model. If after modeling these and we cannot provide for any of developments, then the Council will be faced with a decision about larger projects, whether to modify the model, or stay the course. These minor improvements are listed below and are in a somewhat priority order. If these improvements provide room within our model, we will add them to the TIP.

- a. Remove the barrier at 42nd street;
- b. Build strategic bus pullout options along 228th
- c. Build turn pocket at 37th Street
- d. Install signal at 28th Street
- e. Build strategic extensions to 244th
- f. Improve the 218th Corridor
- g. Median barrier from 12th to 42nd Street
- h. Build climbing lane on Sahalee

10. Financial Planning --- The Council has two major revenue streams that are not developed. These revenues need to be seriously looked at and a long-range strategy put in place to address these revenues. Those are the utility tax and the City's banked and annual property tax increases. As mentioned above, the Council should consider an action assessing a utility tax to provide for improvements in Public Safety. Council at some point needs to look at a multi-year approach to recapturing its banked property tax. If you choose to assess the utility tax Council should wait on beginning this catch up. Additionally, to keep from losing more funding the City starting next biennium needs to start levying its 1% annual rate and in subsequent years have a multi-year 2% increase until caught up.

The question is why should the City consider adding these revenue streams? As this year has shown, the City has several deferred needs. Look again at the White Board write up and review the events of this winter regarding Information Technology, and snow plowing. Look at our discussions on Police, public records, storm water drainage, etc. Discuss and determine what are your preferred service levels and contrast those against the service levels now being provided. The list is long. There are

more needs than you will ever have money for, so priorities will have to be set. Additionally, one of the Council's priorities is financial sustainability. To accomplish such, you must address your needs and maintain adequate reserves. That will take the develop and maintenance of these revenue streams and perhaps others over time.



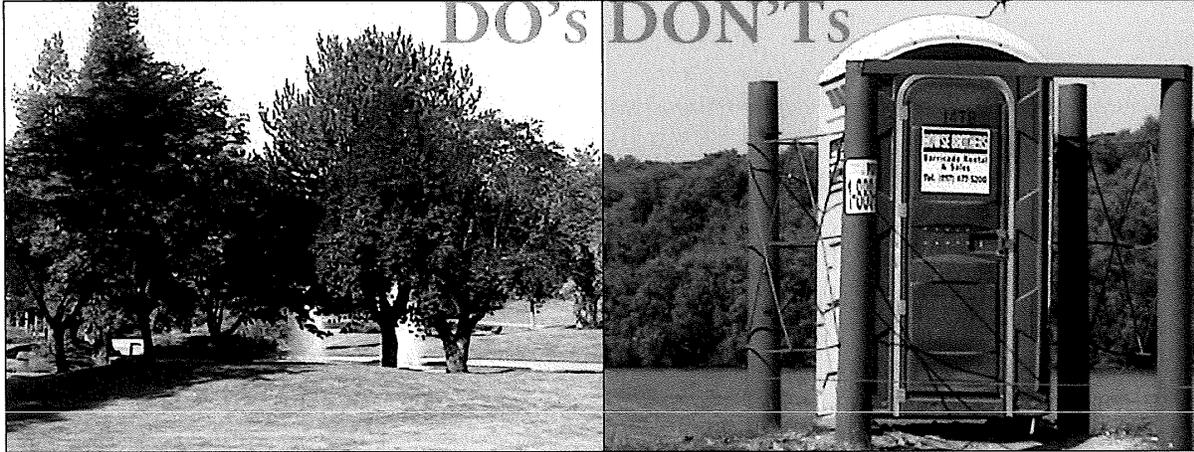
League of Oregon Cities Workshops for City Councilors

Do's and Don'ts for Elected Officials

Winter 2003



League of Oregon Cities | Workshops for City Councilors | Winter 2003



Do's and Don'ts for Elected Officials

OUTLINE OF PRESENTATION

I. Introductions

II. Why Did You Run for City Council?

A brief question-and-answer session to explore why the participants ran for council and what they desire to accomplish as city councilors.

III. Rules for Effective City Councils and Staff Relationships

A review of some considerations for elected officials; these are derived from experience and the writings of Peter Drucker.

IV. Great Governance

A discussion of great governance and its elements. This discussion will explore controversy, leadership, action, and how to debate.

V. Questions and Answers

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RULES FOR EFFECTIVE COUNCILS*Peter Drucker's Six Rules for Presidents*

- Focus on what needs to be done, not necessarily what you want to do.
- Concentrate—don't splinter yourself. Perhaps six to twelve things need to be done. Pick only one or two if you want to accomplish anything at all. The following is a slight departure from Drucker's rules: Cities can and must do more. However, you have to determine the saturation level for yourself, your staff and the community.
- Never bet on a sure thing.
- Don't micromanage. Appoint good people, define action, give good direction, evaluate progress, demand accountability, and be realistic. When things go wrong, complete the following list in order: Review yourself, look at organizational readiness, evaluate your resources, look at community readiness, and look at staff capabilities.
- Appoint professionals, not friends.
- Once elected, stop campaigning. Always be mindful of the next election. Treat people well, explain your positions, make decisions, and accomplish something.

"In the public sector you have to do better than good, you must be efficient, you have to remember the people out there. In government you have to be better financial managers because you have no excess. Ask yourself why you are here and who is your customer."

—Peter Drucker

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PATTERSON PARKS' GUIDELINES FOR COUNCIL BEHAVIOR

- City governance is about relationships. Develop cautious trust in one another, and work to build relationships. Broaden your circle, and expand your thinking. Help your base of support broaden their thinking. As a councilor, you'll learn more about issues than you thought possible before you took office. Good-old-boy mentality is just who has whose ear.
- Build a relationship with your staff. Understand the management hierarchy and each party's roles, and respect them. Know that you have an effect on the organization's morale and ability to perform.
- Give clear direction. Then give the responsibility and authority necessary to carry out tasks and/or accomplish goals.
- Understand that no one will do things exactly as you would. Either be specific in your direction, or accept the outcome as long as goals are accomplished and work is performed within the parameters given.
- Attempt to understand other points of view. (This applies even if you believe you have 20/20 vision and the rest of the world wears bifocals).
- Do your homework, learn the issues and alternatives, and move the discussion from cliques and emotions to the facts, options and reality.
- Understand your role and the roles of others. Respect those roles.
- Seek compromise where appropriate.
- Invite your community to participate in the decision-making process. Make sure that those who come to the table bring something positive, including a willingness to find solutions.
- Learn to move forward when you have a consensus. This doesn't mean total support or unanimity from all. You will have to make difficult (and sometimes unpopular) decisions.
- Once a decision is made, go forth. Evaluate at intervals. Don't evaluate immediately just because things start badly or because you don't agree with the decision.
- Don't be overly concerned with who individually profits from a decision. Instead, ask if the community profits.
- Understand the politics of your community. But don't become a slave to political correctness, what the media will say or write, or if your position will be popular.
- Preparation is the key to success. Remember the old saying: "The will to win means nothing without the will to prepare."
- Have a plan (a great plan), communicate the plan, execute the plan, evaluate your progress, and hold people accountable.



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GREAT GOVERNANCE

Governance is an extension of strategic planning. At Patterson Parks, we believe strategic planning is essential to the governance process.

Strategic planning is "an effort where the guiding members of the city and their citizens envision the community's future and develop the necessary plans, projects, procedures, and operations to achieve that future." We believe this is a dynamic process that requires periodic review and adjustment.

Patterson Parks views great governance as:

- orchestrating, directing and managing the debate on the community plan and community issues
- implementing the plan and addressing community issues
- periodic review and adjustment of your plan when and if necessary

LEADERSHIP, ACTION AND CONTROVERSY

Governance is about leadership.

- Citizens expect their councilors and civic leaders to have a point of view on today's events and to be firm about the destination of the organization or civic journey.
- As councilors, you don't report the news—you make it.
- Leadership of your community requires you to be biased about the future. This very trait of leadership will make you a target of those who propose an alternative future.
- When you take a position on issues and the future path of your community, you will be criticized more than someone who takes no stand at all.
- Your credibility will be questioned.
- You must protect your credibility, for it is the metal that allow you to take strong stands.

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- The four C's of collaborative leadership (from LOC seminar):

Clarity

- Step 1: Seek wisdom before results.
- Step 2: Understand the needs of others.

Credibility

- Step 3: Develop your personal integrity.

Capability

- Step 4: Develop a common vision and purpose.
- Step 5: Shape behavior (reward win-win, inhibit win-lose).

Character

- Step 6: Know when to hold 'em (doing the right thing under pressure).
- Step 7: Know when to fold 'em (creativity adapting to change).

Leadership is about action.

- Develop an organization culture for getting things done.
- This culture of execution is a systematic process of:
 - discussing the how and why
 - questioning action and proposals
 - following through
 - ensuring accountability
- The execution culture is about:
 - making assumptions about your community environment
 - assessing your organization's capabilities
 - linking strategies to operations and the people who are going to implement the strategy
 - synchronizing those people and their various disciplines
 - linking rewards to outcomes
- Dialogue is the key to this culture.
 - How people talk to each other absolutely determines how well the organization functions.
 - Is dialogue politicized, fragmented or measured?
 - Or, is dialogue candid and reality-based?

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Action requires debate.

- formal versus informal meetings
- openness and timing
- skills necessary for community debate:
 - political skill in bringing issues forward
 - how honest you are with your thoughts
 - how you treat people in the debate
 - how you debate the issues
 - how you balance your personal desires with those of your constituents
 - your ability to follow through

- How to debate:
 - State ideas succinctly. Specify your position, and present your supporting information and why you hold that position.
 - Allow others to seek clarification of your position, to state their objections and their supporting information, and to state their own position and reasoning.
 - Seek modification or compromise with an attempt to get to a proposal that you can move forward.
 - Don't try to beat each other down, filibuster or delay decision. Once all positions have been explored and positions are given, determine what (if any) other information you need to make a decision. Or, if you are ready, vote.
 - Come prepared. Do your homework before you come to the meeting. Don't expect to do it there or for others to delay because you haven't done your work (unless you have a good reason).

- Steps to consider in addressing issues, and what questions to ask yourself and others in the debate:
 - What is the problem or issue?
 - Define it.
 - How does it work?
 - What is being proposed?
 - What information is needed to discuss and decide the issue?
 - Does the problem need fixing? Is it a priority, or what priorities need to be changed to address this issue?
 - Do you have a plan of action?
 - How much does the solution cost, and how will you fund it?
 - Does the proposed action address the issue? Does it make it better?
 - Do all parties have a common base of information to debate the issue?

 - What are the alternatives or other courses of action?
 - Who is affected? When and how should they be brought into the discussion?

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- Define obstacles faced in addressing the issue.
- What strategies can be employed to address the issue?
- Develop an implementation strategy:
 - steps
 - decisions
 - time frames
 - expected outcomes
 - evaluation criteria

Controversy

- The question is not if, but how you will manage during controversy. You will have debate and controversy. It is the nature of the public process— the clash of issues, desires and viewpoints.
 - Fight hard for your positions, but remember the collegial role of the council. Know when you have lost, and help make your colleagues' decisions a reality. Jefferson said, "A commitment to popular consent means a willingness to lose."
 - Work as a council to build a base of support for your plan or position.
 - Communicate where you are and why you're there.
 - Do your homework—know the issues and alternatives.

Decision criteria

- What is best for your community?
- What is best for your city?
- Is the decision reasonable/realistic?
- Is the decision legal/fair/equitable?

SUMMARY

Governance is about creating and executing a plan.



Today, community prosperity requires governments to continuously evolve and adapt to meet the increasing demands from constituents and competing interests. To meet these demands, governments must have a clear vision of what they are trying to accomplish and the kind of community they wish to be. This requires consistent and cohesive goals, objectives, strategies, and policies. Governments need objective

and sound measures of their performance to enable them to evaluate their progress. Successful governments must have a governance model that clarifies roles and empowers people. When these components are in place and supported, it is truly possible for the community to achieve its vision.

about patterson parks

Patterson Parks was formed in 2002 by two executives with a combined 45 years of executive, management and financial service to governments. Larry Patterson and Andy Parks offer their practical, professional expertise to advance communities in the West Coast region of the United States. They are partnering their efforts to provide comprehensive executive, management and financial advice and services to result in strategic, sustainable solutions for governments.

what we offer

Patterson Parks has significant practical experience with the following services:

Strategic Planning
Executive and Staff Recruitment
Board and Organizational Development

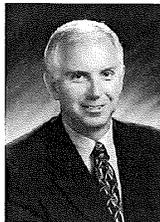
Management and Financial Services
Economic Development Assistance
Research—Best Practices

Patterson Parks, LLC
 P.O. Box 1277
 Bend, Oregon 97709
 p: 541-419-3253
 w: pattersonparks.com
Partnering to advance communities.
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who we are

Larry Patterson and Andy Parks understand the tremendous patience, diligence and strong leadership required to realize long-term results in government. They'll take the time to understand your community and issues through their direct involvement on each engagement to help advance your community.

Larry has managed or assisted with the management of cities through natural disaster and recovery, boom economies and economic slowdowns. He has excelled in many roles, including advisor, coach, instructor, facilitator, ombudsman, leader, negotiator, and spokesman, while always respecting and observing his obligation and responsibilities to the communities he has served. His areas of specialization include executive/staff recruitment, strategic planning, board and organizational development, board governance, forging partnerships, and facilitating solutions with competing interests. Larry is a member of the International City/County Managers Association, and a past member and board member of the OICMA and League of Oregon Cities. He has a master's degree in government and a bachelor's degree in political science.



Andy has used his business and financial expertise to assist fast-growing and politically challenged communities in realizing many successes. He has prepared and implemented strategic plans that integrate financial, operational and capital-improvement plans; performed complex financial analysis; prepared long-range financial plans; privatized various financial and non-financial services; secured large dollar grants; and managed projects.

Andy is a certified public accountant, a member of the Government Finance Officers Association, Oregon Municipal Finance Officers Association, and the AICPA, and serves as a board member for Economic Development for Central Oregon. He has a bachelor's degree in business administration from the University of Oregon.

contact us

For more information on how Patterson Parks can help to advance your community, please visit www.pattersonparks.com or call 541.419.3253.



**City of Baker City of Baker City
Economic Development Council
April 11, 2006**

Components of Solid Economic Development Strategy
Larry Patterson, City Manager of Oregon City

Develop Realistic Vision

- Base vision on future trends and meaning for community
- Predicting future trends is an educated guess
- Preparing and responding to these trends will determine competitiveness in the future

Set Achievable Goals

- Recognize that a community may not achieve every goal
- Provide the freedom to fail
- Each action should be a step toward the accomplishment of a goal

Create Plan with Many Components

- Not all components will be successful
- Each component will move at its own pace
- Maintain momentum

Improve Community's Image

- Improve curb appeal
- Marketing strategy

Develop Your Community's Livability

- What is your perspective of City's livability?
- How you stack up against your competition?
- Create sense of place

Build Organizational Capacity

- Finances
- Staffing
- Organizational structure

Maintain Strong Leadership

- Elect capable leaders
- Appoint and hire the best
- Build consensus
- Think inclusion vs. exclusion
- Know when and how to debate
- Know to make a decision and move forward
- Courage, credibility, and capability
- Prepare for leadership transition

Remove Barriers

- Stress results over regulations
- Remove the gauntlet of individual (independent) agency or departmental review

Understand the Cost of Inaction

- Learn from mistakes

Create Public/Private Partnerships

- What is your role and what is the role of others?
- Leverage dollars

Anticipate Evolution

- Patience
- Lead your community, while not outrunning it
- Take doable steps and anticipate tomorrow

Understand Development Potential

- Prune back retail-zoned land
- Establish pulse nodes of development



advancing communities

Observations on Council Performance

- Not using Boards, Commission and subcommittees effectively
- Personal attacks
- Arguments on email
- Lack of timely decision-making, periodic evaluation, readjustment if necessary
- Playing politics and speaking to audience and not each other
- Misuse of Council Meetings
- Use of Social Media versus a city communication strategy

Why Do Some Groups Perform Well and Others Fail?

1. Circumstance
2. Individual and Collective Strength
3. Strength to Stay the Course
4. A clear view of the future and the challenges ahead

Challenges to Governmental Credibility

1. Dilemma of a thousand voice and competing demands
2. Conducting business in public
3. Challenge of activist critics
4. Political agendas and campaigns
5. Emotions versus information
6. Natural distrust of large organizations and government
7. Failure to balance self-interest versus the larger interest of the community

Traits of an Effective Board

Mission

- Clear, succinct, focused agenda for action
- Supported by programs and services
- Communicated to constituencies

Leadership

- Understand the mission
- Can articulate the vision
- Ability to marshal resources to attain vision

Political Savvy

- Understands process of getting things done --- who, what, when, why & how
- Willingness to act on this knowledge

Roles and Responsibilities

- Understand roles and responsibilities of board and staff and other community and governmental partners

Resources

- Ability to identify
- Adequate to support mission
- Broad and diverse
- Access to human, financial and technical

Rules for Being an Effective Councilperson

- Build relationships with staff, groups, and citizens
- Give clear direction
- Attempt to understand others points of view
- Preparation is the key to success – do your homework
- Understand your role and the roles of others – respect those roles
- Seek compromise where appropriate
- Invite the community to participate in the decision-making process
- Learn when to move forward – don't be afraid to make difficult and sometime unpopular decisions
- Once a decision is made, go forth – evaluate at intervals
- Establish supremacy of the collective interest and place broad interest of the community as a whole first above private interest of individuals or interest groups.
- Have a plan, communicate the plan, execute the plan, evaluate your progress and hold people accountable

Leadership Components

1. Visioning
2. Team building
3. Persuasion
4. Desire to be a leader
5. Predisposed to getting things done
6. Stewardship
7. Organizational effectiveness
8. Decision-Making
9. Values and Principles

**Trust Building
Public and Private Goals**

Public Sector	Private Sector
<ul style="list-style-type: none"> • Long-Term • Defined Publicly <ul style="list-style-type: none"> *Comprehensive Plan *Downtown Plan *Regional Plan *Transportation Plan • Public Interest <ul style="list-style-type: none"> *Public Perception *Political Climate • Wants <u>Assurance</u> 	<ul style="list-style-type: none"> • Short-Term • Defined Privately • Available Financing • Market Opportunities • Cost of Capital • Return on Investment • Personal Goals <ul style="list-style-type: none"> *Enhancing Corporate Status *Pride in Quality Product *Strength in Market Place • Wants <u>Flexibility</u>

Council Arenas for Actions

Arena	Goal-Setting	Exploration & Analysis	Disposition & Legislation	Community Relations
Purpose	<ul style="list-style-type: none"> • Establish Vision • Explore Potentials • Set Goals • Direction & Priorities 	<ul style="list-style-type: none"> • Understanding the Issue(s) • Problem Identification • Selecting “best options” • Building Commitment 	<ul style="list-style-type: none"> • Official Action • Vote on Items, Resolution & Ordinances • Public Input • Mobilization of Support 	<ul style="list-style-type: none"> • Interaction with constituency/citizens • Building alliances • Outreach-liaison • Coordination with other entities
Type of Meeting	Retreat or Study Session	Study Session	Public Hearing or Official Council Meeting	Joint Study Session, Focus Group, Neighborhood Meeting, Community Meeting, Press Conference
Typical Setting	Conference Room	Conference Room	Council Chambers	Various Settings to facilitate two way communications
Focus	<ul style="list-style-type: none"> • Future of county, city/community • Evaluation of needs, trends, strategic issues, and other • Community desires & values • Leadership 	<ul style="list-style-type: none"> • Developing knowledge for decision making • Sorting of options • Examine consequences • Set strategies • Ability to make competent and informed decisions 	<ul style="list-style-type: none"> • Agenda-formality • Show of authority • Ratification/adoption • Political pressures • Psychological needs 	<ul style="list-style-type: none"> • Communications • Problem solving • Collaboration/coordination • Partnerships • Acting as a community

Key Characteristics	<ul style="list-style-type: none"> • Informality • Sharing of options and opinions • Open dialogue • Creative thinking • Humor-adventure • Face-to-face/group interaction 	<ul style="list-style-type: none"> • Board-staff dialogue • Questioning-testing of ideas • Information exchange • Negotiating-consensus building • No voting • Face-to-face/group interaction 	<ul style="list-style-type: none"> • Formal meetings • Rules and procedures • Public input/involvement • High visibility • Pressure/advocacy from groups • Voting • Group interaction 	<ul style="list-style-type: none"> • May be outside City Hall • Responding to requests • Joint ventures • Interagency activity • Multiple interaction modes and communication techniques
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02/06/19

AGENDA CALENDAR

Meeting Date	Packet Material Due	Time	Meeting Type	Topics
Mar 2019				
Mon 3/4	2/27	6:30 pm	Special Meeting	Executive Session Selection: City Manager Finalists Discussion: Development Regulations Update (60-minutes) Discussion: Classification & Compensation Study
Tues 3/5	2/27	6:30 pm	Regular Meeting	Discussion: Stormwater Code Update (30 minutes) Ordinance: Development Regulations Update (60-minutes) Resolution: ARCH 2019 Budget and Work Program Report: Issaquah Pine Lake Design (30 minutes) Discussion: Emergency Management <u>Consent</u> Resolution: Minor Intersection Improvements Project Acceptance Resolution: ELSP Ditch and Culvert Maintenance Project Acceptance Resolution: Human Services Strategic Plan Contract: Storm system cleaning/Olsen Brothers Provac
Tues 3/12	3/6	6:30 pm	Study Session	Presentation: Klahanie Master Plan Discussion: Hunting Regulations
Thurs 3/14	3/6	6:30 pm	Special Meeting	Public Hearing: Extension Interim Development Regulations Public Hearing: Development Regulations
Sat 3/16		TBA	Special Meeting	Interviews/Appointment: City Manager
Tues 3/19		6:30 pm	Regular Meeting	Resolution: Classification & Compensation Study <u>Consent</u> Contract: ITS Phase 2 Design/TBD
Tues 3/26		6:30 pm	Special Meeting	Approval: City Manager Contract

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Apr 2019				
Mon 4/1	3/27	6:30 pm	Study Session	Discussion: Introduction to Zackuse Creek Basin Plan Discussion: Stormwater Code Update (45 minutes)
Tues 4/2	3/27	6:30 pm	Regular Meeting	
Tues 4/9	4/3	6:30 pm	Study Session	Discussion: SMC Title 24 Update (60-minutes)
Tue 4/16	4/10	6:30 pm	Regular Meeting	Public Hearing / Ordinance: SMC Title 24 Update (30-minutes)
May 2019				
Mon 5/6	5/1	6:30 pm	Study Session	
Tues 5/7	5/1	6:30 pm	Regular Meeting	Proclamation: Affordable Housing Week 2019(May 13-17, 2019) Resolution: Zackuse Basin Plan Adoption
Tues 5/14	5/8	6:30 pm	Study Session	Discussion: Urban Forest Management Plan (120-minutes)
Tues 5/21	5/15	6:30 pm	Regular Meeting	Public Hearing / Ordinance: Urban Forest Management Plan (60-minutes)
June 2019				
Mon 6/3	5/29	6:30 pm	Study Session w/ Planning Commission	Discussion: Shoreline Master Program Update (60-minutes) Discussion: Urban Forest Management Plan (60-minutes)
Tues 6/4	5/29	6:30 pm	Regular Meeting	Public Hearing / Ordinance: Shoreline Master Program Update (60-minutes)
Tues 6/11	5/5	6:30 pm	Joint Meeting w/ Parks & Rec	Presentation: Klahanie Master Plan Discussion: Urban Forest Management Plan (60-minutes)
Tues 6/18	5/12	6:30 pm	Regular Meeting	Ordinance: Urban Forest Management Plan (60-minutes)

02/06/19

July 2019				
Mon 7/1	6/26	6:30 pm	Study Session	
Tues 7/2	6/26	6:30 pm	Regular Meeting	
Tues 7/9	7/3	6:30 pm	Study Session	Discussion: Comprehensive Plan Amendments – Urban Forest Management Plan (60-minutes) Discussion: Comprehensive Plan Amendments – Technical Items (30-minutes)
Tues 7/16	7/10	6:30 pm	Regular Meeting	Public Hearing / Ordinance: Comprehensive Plan Amendments – Urban Forest Management Plan (30-minutes) Public Hearing / Ordinance: Comprehensive Plan Amendments – Technical Items (30-minutes)
Aug 2019				
NO MEETINGS				
Sept 2019				
Mon 9/2				Labor Day
Tues 9/3	8/28	6:30 pm	Regular Meeting	
Tues 9/10	9/4	6:30 pm	Study Session	
Tues 9/17	9/11	6:30 pm	Regular Meeting	
Oct 2019				
Mon 10/7	10/2	6:30 pm	Study Session	
Tues 10/8	10/2	6:30 pm	Regular Meeting	
Tues 10/15	10/8	6:30 pm	Study Session	
Tues 10/22	10/16	6:30 pm	Regular Meeting	
Nov 2019				
Mon 11/4	10/30	6:30 pm	Study Session w/ Planning Commission	Discussion: Comprehensive Plan / Town Center Sub-Area Plan Amendments – Quality of Life Items (60-minutes) Discussion: Wireless / Small Cell Technology Regulations Update (60-minutes)
Tues 11/5	10/30	6:30 pm	Regular Meeting	Public Hearing / Ordinance: Comprehensive Plan / Town Center Sub-Area Plan Amendments – Quality of Life Items (60-minutes) Public Hearing / Ordinance: Wireless / Small Cell Technology Regulations Update (60-minutes)
Tues 11/12	11/6	6:30 pm	Study Session	

02/06/19

Tues 11/19	11/13	6:30 pm	Regular Meeting	Ordinance: Comprehensive Plan / Town Center Sub-Area Plan Amendments – Quality of Life Items (60-minutes) Ordinance: Wireless / Small Cell Technology Regulations Update (60-minutes)
Dec 2019				
Mon 12/2	11/27	6:30 pm	Study Session	Discussion: 2020 Comprehensive Plan Amendments – Docket Requests (60-minutes)
Tues 12/3	11/27	6:30 pm	Regular Meeting	Public Hearing / Resolution: 2020 Comprehensive Plan Amendments – Docket Requests (60-minutes) <u>Consent:</u> Ordinance: Annual Amendments to the Comprehensive Plan
Tues 12/10	12/4	6:30 pm	Special Meeting	
Tues 12/17	12/11	6:30 pm	Regular Meeting	
	To Be Scheduled		To Be Scheduled	Parked Items
	<ul style="list-style-type: none"> • Growth Centers • Internet Usage & Social Media Policies • <u>Discussion:</u> Issaquah Pine Lake Road Phase 1- Project Update (moved to 2019) • Parks Surveillance Camera Policy • Resolution: Police Services Study 		<ul style="list-style-type: none"> • Special Events Ordinance • Maintenance Safety Program Adoption • M&O Strategic Plan • Fleet Management Policy • Roadway Funding Strategy • Maintenance & Fire Station Facility Assessment • Franchise Agreement/SPWS • Comprehensive Solid Waste Plan • ADA Transition Plan 	<ul style="list-style-type: none"> • Inner City Bus Service • Good Samaritan Law • Plastic Bags